



MINNESOTA HISTORICAL SOCIETY
Minnesota State Archives

CONTROL BOARD

An Inventory of the Correspondence of the Supervisor of Institution Libraries

OVERVIEW OF THE RECORDS

- Agency:** Minnesota. State Board of Control.
- Series Title:** Correspondence of the supervisor of institution libraries,
- Dates:** 1921-1952 (bulk 1928-1941).
- Abstract:** Correspondence of the supervisors of the libraries at the various state institutions administered by the Board of Control, primarily dealing with book ordering, but also concerning library administration in general.
- Quantity:** 1.5 cu. ft. (1 box and 1 partial box).
- Location:** See Folder List for box locations.

SCOPE AND CONTENTS OF THE RECORDS

Primarily the correspondence of Perrie Jones (1928-1937) and Mildred Methven (1937-), supervisors of the libraries at the various state institutions administered by the Board of Control. Most of it deals with the ordering of books, and includes many lists of books ordered, accessioned, or discarded. Other letters reveal work procedures and library schedules at each library, as well as administration and oversight of the institution libraries in general, and Jones' and Methven's close supervision of the on-site librarians. Most information after 1942 concerns visits and notes taken by the state supervisor at each institution library.

Although most institutions are represented in these files, the bulk of the correspondence concerns the prisons at Stillwater, St. Cloud, and Shakopee; and the hospitals at St. Peter, Rochester, and Willmar. The Stillwater files also include three folders of questions from inmates that were used in the query column of the prison newspaper. The state supervisor, local librarians, and others such as the St. Paul Public Library spent many hours answering these reference requests.

ARRANGEMENT OF THE CORRESPONDENCE

The correspondence is largely by name of state institution, followed by two folders of general files.

RELATED MATERIALS

Related materials: Other records of the supervisor of institution libraries are listed under Public Welfare Department: Public Institutions Division.

INDEX TERMS

This collection is indexed under the following headings in the catalog of the Minnesota Historical Society. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Topics:

Institution libraries—Minnesota.
Prison libraries—Minnesota.

Persons:

Jones, Perrie, 1886-1968.
Methven, Mildred Louise, 1899- .

Organizations:

Minnesota. Dept. of Public Institutions.

Titles:

Prison mirror (Stillwater, Minn. : 1925).

ADMINISTRATIVE INFORMATION

Preferred Citation:

[Indicate the cited item and folder title here]. Minnesota State Board of Control.
Correspondence of the supervisor of institution libraries. Minnesota Historical Society. State Archives.

See the Chicago Manual of Style for additional examples.

Accession Information:

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FOLDER LIST

Note to Researchers: To request materials, please note both the location and box numbers shown below.

Location	Box	
109.I.13.2F	1	Ah-Gwah-Ching Sanatorium, 1940-1941. Anoka State Hospital, 1940-1947. Cambridge Colony for Epileptics, 1940-1945. Faribault Braille and Sight Saving School, 1940-1948. Faribault School for the Feeble-Minded, 1940-1946. Faribault School for the Deaf, 1940-1947. Fergus Falls State Hospital, 1940-1952. Gillette State Hospital for Crippled Children, 1941-1945. Hastings State Hospital, 1940-1948. Moose Lake State Hospital, 1940-1948. Owatonna State Public School, 1940-1948. Red Wing State Training School for Boys, 1927-1947. 4 folders. Rochester State Hospital, 1928-1946. 4 folders. St. Cloud State Reformatory, 1928-1948. 7 folders. St. Peter State Hospital, 1927-1947. 5 folders. Sauk Centre Home School for Girls, 1921-1948. 3 folders. Shakopee State Reformatory for Women, 1928-1947. 3 folders.
109.I.13.3B	2	Stillwater State Prison, 1926-1948. 8 folders. Stillwater State Prison, queries by inmates for <i>Prison Mirror</i> newspaper column, 1928-1939. 3 folders. Willmar State Asylum, 1928-1941. 4 folders. Institutions: General Correspondence, 1931-1939. Institutions: General Information, 1931-1949.